

DELAWARE PUBLIC PURCHASING ASSOCIATION, INC.
SECOND QUARTER MEETING

Minutes of Friday, May 6, 2011

The Second Quarter meeting of the Delaware Public Purchasing Association (DPPA) for 2011 was hosted by the Town of Bethany Beach at Bethany Beach Town Hall.

Present in attendance: Latonya Frieson-Jones and Clifton Crawford, New Castle County; Peter Gregg, City of Dover; Sussanne Jara and Kimberly Cuffee, DSP; Lisa Tusick, Town of Bethany; Paul Giery, Dept. of Corrections; Bruce Krug of DHSS.

Opening of the Meeting – Sussanne

Sussanne Jara, President, called the meeting to order at 10:15 a.m. She welcomed everyone to the meeting and thanked the Town of Bethany Beach and Lisa for hosting. Welcomed new member Bruce Krug, everyone introduced themselves to Bruce.

Reading of the Minutes

Sussanne asked for a waiving of the reading of minutes.

A motion was made by Kimberly Cuffee and seconded by Cliff Crawford and unanimously passed.

Treasurer's Report – Kim

The treasurer's report was read by Kim Cuffee

A motion was made by Lisa Tusick and seconded by Peter Gregg to accept the Treasurer's report as written; passed unanimously.

Kim reported that all tax forms are completed and information sent to NIGP

Program –

Now through next October, the program will focus on the conference.

Chapter Liaison – Sussanne

Asked to have a contact person as DPPA's contact person for updates on Value and guiding Principles from Candace Riddle of NIGP. Paul Giery volunteered.

Awards & Scholarships – Pete & Ruth

No applications have been submitted.

Membership – Pete

No report

Professional Development – Andria

Sussanne reported that there are two NIGP website Webinars available on 6/2 Spend Analysis and on 6/7 Contract Writing.

Public Relations – Cliff

No Report

Strategic Planning – Sussanne

No Report

Finance – Paul

No Report

Historian – Kim

No Report

Old Business

March was Purchasing Month. Cliff stated that NCC had pretzel day. The goal was to have other departments get to know more about purchasing using puzzles and other handouts. Sussanne once again sent out purchasing puzzles to the chapter.

Pete sent out an email to the members to see if anyone has experience with putting together a webpage for DPPA. Our current one is through OMB and we are limited on what we can do with it.

A reminder that the NIGP Forum is 8/24-29 at the Gaylord National Harbor in Maryland.

New Business

Certificates were handed out to the two new members present, Bruce and Toni. DSP is celebrating 25 years of being members of NIGP.

Janet officially left as 2nd Vice President. Lisa was appointed by Sussanne to finish Janet's term.

A discussion was held on the need for a digital recorder to help record the minutes. Paul offered to donate one; however, it only has a maximum recording time of one hour. Paul was thanked for the offer, but it was decided that a longer recording time was needed. A motion was made by Pete and seconded by Toni for the approval to purchase a digital recorder. Kim suggested for the recorder to be carried in the Treasure's box.

The meeting was opened for Open Discussion. Pete discussed online bids for the City of Dover; GSS can't be accessed for bids after opening date. When site is posted, possibly GSS can come and give presentation. Paul will be looking into "mymarketplace.delaware.gov" for further information. Discussion was held on the restrictions that state has from Staples as a state contract. Lisa asked for input on Fuelman card issues. Members that used it stated that they had to go into the stores to use the cards.

Pete filled us in on the upcoming Fair Hill Games, May 12, any one may attend.

Region 2 Conference

Paul asked if a cap for speakers was in place. It was decided that \$500 would be the amount per speaker to include hotel expenses. The cost of hotel room is \$160.

Two more mailings to vendors would be sent out as reminders.

Hospitality Reception should be hosted by US Communities, Staples, or Office Basics.

Should we have a Theme for the conference? It was decided one was not needed.

Meetings by the Conference committee would begin to be every month.

Next Meeting: September 20, 2011, Dover Downs Hotel & Convention Center

Meeting was adjourned at 2:30 p.m.

Respectively submitted by Latonya Frieson-Jones, for Andria Smith.